

## **In-Person Payments**

### **Policy:**

1. A receipt must be issued for every payment tendered. The receipt may be computer generated or manually written on an approved three-part hand receipt.
2. All checks received by the court for payment should be restrictively endorsed immediately, using a standard stamp. Reference the computer receipt number and/or the case number on the check. The receipt number and/or case number reference simplifies NSF reversals and assists in trouble-shooting balancing problems.
3. A check marked "payment in full" will be receipted and deposited without regard to whether the account is actually paid in full.
4. Cashiers shall ensure the amounts on checks are correct before receipting.
5. Once a check or cash has been receipted it shall not be returned to the payor. A refund shall be issued only by trust check. Exception to policy: Only when the payor has not left the counter and the clerk determines the cash/check was receipted in error (e.g. defendant decided to attend traffic school or decided not to file case) can the transaction be voided and monies returned to the payor. A supervisor/designee, should witness the reversal and the cash/check returned to the payor before approving the transaction. If a receipt had been issued, it should be collected from the payor.
6. A cashier may refuse to accept payment tendered which is unusual or not customary, such as large quantities of coin or unusually soiled bills. If the payor is persistent, the cashier should defer to a supervisor for approval of the payment.
7. Credit cards and personal checks can be accepted as "cash bail."
8. Each cashier will maintain currency, checks, and credit card slips in a cash drawer accessible only to that cashier. The cashier's receipts will be totaled daily.
9. Mechanical devices (i.e., safes, locking cash drawers, or other security devices) should always be used, in order to secure and safeguard all forms of payments.
10. The court will not accept foreign currency (cash or coin) or checks drawn on a foreign bank as payment of fines, fees or other court receivables. Court patrons presenting foreign currency/checks as payment should be directed to the nearest bank to obtain a money order for US currency.
11. If any unusually large single amount of cash is receipted, or if an unusually large amount of cash accumulates in any one cash drawer, the cash should be

documented and placed in the safe. Each court should establish a limit on the total cash to be in any one cash drawer during the day.

12.
  - a. In court offices with adequate staffing levels, a clerk with access or custody to money receipted should not set up Accounts Receivables or perform daily accountant record keeping duties.
  - b. In court offices with limited staff or where clerks rotate between in-court duties (including setting up accounts receivable) and cashiering, it is preferable for the clerk setting up an account receivable on a case, not receipt a payment on that case the same day.
13. The Accounting Clerk or employee performing an External Review should review all accounts receivable adjustments, credits issued, and transaction reversals to ensure validity as a detective control.
14. If it is necessary to receipt a payment when the computer is unavailable, a handwritten receipt must be created. (See Hand Receipts)
15. Receipts must contain: the case title, case number, date of transaction, type of transaction (bail, fine payment, etc.), name of payor, cashier identification, and amount tendered.
16. Receipts must be created and printed for all cashiering transactions, whether a payment is made in person or is received in the mail.
17. All payments are to be deposited daily, if practicable, but no later than once every three banking days.
18. The courts should not accept two party checks because of the difficulty in collection of potential return items. In special circumstances, the court may receive authorization from the AOC Finance Department, who will contact the bank to verify funds prior to giving approval.

## **Procedures:**

### **A. Computer Receipts**

Justice Courts

Clerk

1. Restrictively endorse checks immediately, by applying the standard stamp. Write the computer receipt number and/or the case number on the check.
2. Create a computer-generated receipt for each payment tendered.

## B. Large Cash Amounts Turned In During the Day

### Responsibility Action

#### Justice Courts

#### Clerks

1. The cashier completes a "cash count" form (see Receipting - Daily Balancing) for the amount of excess cash to be turned in.
2. The cash amount and cash count form are verified by the supervisor, who signs the cash count form.
3. The cash is locked in the safe.
4. The clerk responsible for the total daily deposit should include this reported cash with the daily cash count for the cashier who turned in the cash.